



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

S: 9 January 2014

ARNG-HCM

04 December 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Announcement for the Senior Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau

1. References:

a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.

b. ARNG-HRH Memorandum, Subject: Title 10 Active Guard Reserve Life Cycle Management Strategy and Plan, dated 7 September 2012.

2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as the Senior Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau, Pentagon.

3. Eligibility. Current T10 Active Guard Reserve (AGR) Sergeants Major, T32 Active Guard Reserve (AGR), and Traditional status NCOs in the grade of E-9.

4. The selected NCO will be processed the following way depending on their current duty status.

a. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.

b. T32 AGR NCO – will be accessed into the T10 AGR program for the duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.

c. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for the duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

5. The Senior Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau (SEA NGB) manages the day to day executive level functions. This position provides expertise to the Office of the SEA NGB on matters relating to all enlisted force issues. This position is responsible for all administrative services and support for the SEA NGB. Contributes to the development, interpretation, and implementation of

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National Guard enlisted personnel policies, and processes. This position includes coordination of activities with the offices of the Air National Guard Command Chief (ANG CCM), the Army National Guard Command Sergeant Major (CSM ARNG), and the state Senior Enlisted Leaders (SELs) on enlisted matter. Applicants must have in-depth knowledge of the National Guard. In the absence of the SEA NGB, the Senior Executive NCO represents the SEA NGB at various DOD level meetings, forums, and events. The Senior Executive NCO Liaison's and coordinates with the Office of Secretary of Defense, Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Senior Enlisted Advisor for Reserve Affairs, and Unified Combatant Command Senior Enlisted Leaders. Also, coordinates and interfaces with the Principles and Executive personnel to the Chief of the National Guard Bureau on enlisted matters.

6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: SGM/E-9
- c. MOS: Immaterial (Para: 001 / Ln: 07)
- d. Military Education: Graduate, US Army Sergeants Major Academy, is preferred, but not required; Battle Staff is preferred, but is not required.
- e. Civilian Education: Bachelor's Degree is preferred, but is not required.
- f. Experience: Excellent communication skills. Systematic in planning, organizing and informing.
- g. Security Clearance: Must be able to attain or possess a Top Secret Clearance-Sensitive Compartmented Information (TS-SCI).
- h. This is a highly visible environment. Applicant must be a consummate team player. Display the highest standard of military appearance and bearing. Operational supervisory and leadership background is desired.

7. Application.

- a. T10 AGR NCO – contact your Assignment NCO for an example of the 4187 that must be completed. Accompanying the 4187 will be a copy of your ERB, 705, 5500/1, last 3 NCOER's, latest PME 1059, and the verification memo for your security

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clearance. Once the 4187 is completed with all signatures you can mail the packet to the address in 7b or email the completed packet to your Assignment NCO.

b. T32 AGR/M-Day NCO – application procedures and required forms are available on the ARNG GKO website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or emailed to the POC listed below in 9b. All packets must be in accordance with the enclosed application process and be received no later than 9 January 2014.

c. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

d. This announcement will close at 1700 EST on 9 January 2014. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for position information is SGM Lisa Jefferson, Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau, e-mail address: lisa.jefferson.mil@mail.mil.

9. Point of contacts for packet submission.

a. T10 AGR NCO – contact your T10 Assignment NCO for further assistance in submitting a packet.

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b. T32 AGR/M-Day NCO – contact SSG Cherry Smith, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7534, 703-601-7534, or cherry.d.smith2.mil@mail.mil and alternate, MSG Robert M. Montgomery, Assignments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7527 / 703-601-7527, or robert.m.montgomery24.mil@mail.mil.



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